

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard
Headquarters

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MAY 23 1997
COMDTINST 1524.1

COMMANDANT INSTRUCTION 1524.1

Subj COAST GUARD ADVANCED EDUCATION PROGRAM

Ref: (a) CG Training and Education Manual, COMDTINST M1500.10B,
Chapter 3

1. PURPOSE. This Instruction establishes policy, responsibilities and procedures for managing advanced education. The purposes for establishing this program are to (1) raise the levels of individual military professionalism and technical competence so that the Coast Guard's enlisted and officer corps can more effectively perform their required duties and responsibilities, and (2) provide developmental incentives for personnel with high ability, dedication and the capacity for professional growth to remain in the Coast Guard. This instruction does not cover the Coast Guard Tuition Assistance Program or application procedures for advanced education. Information and guidance for these programs can be found in reference (a).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. This Instruction expands and supersedes portions of reference (a). These changes include validation of billets, assignments after education, Coast Guard Personnel Command oversight, service obligation and a Peer Group Review process.
4. BACKGROUND.
 - a. A study group of Headquarters Program Managers led by Commandant (G-WT), developed a methodology for validating the educational requirements for billets and recommended

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MAY 23 '97

other enhancements to improve program efficiency. Alternatives were identified to possibly reduce the cost of providing advanced education to members. The results of this study build on a variety of existing cost saving initiatives. These initiatives, in turn, enable operating and support programs to meet their programmatic advanced education needs. About 90% of the cost of current advanced education programs is comprised of salaries and personnel support costs, while only about 10% of the total expenditures are tuition and other education related expenses.

5. DISCUSSION.

- a. The Coast Guard's Advanced Education Program is the collective name given to a number of advanced training and education programs of instruction which enable qualified personnel the opportunity to obtain advanced education at Coast Guard expense. These educational programs include: Advanced Computer and Electronics Technology, Advanced Dental and Medical Residency, Postgraduate Education in various disciplines, Health Services Administration, Law, Intermediate and Senior Service Schools, Public Affairs, Physician Assistant, Reserve Program Administrator, and the Sloan Fellows Program. A complete list of Advanced Education programs of instruction can be found in reference (a).
- b. Training and education are provided to develop those advanced skills not normally possessed by individuals at the point of accession and to qualify individuals for specific military billets. The courses of instruction within these programs are those of 20 or more weeks in length. Individuals enrolled in full-time programs, because of the duration of instruction, are identified as occupying billets within the training allowance of the General Detail. The program provides specific lengths of time for advanced education in each discipline. Generally speaking, an individual will be able to complete the requirements of the program within the allotted time. The program's long-term goal is to establish a high level of technical and managerial competence among service personnel.
- c. DEFINITIONS.
 - (1) Validated billet. A billet in which the primary duties cannot be optimally performed except by individuals possessing qualifications normally acquired through advanced education in a relevant field of study. There are three types of validated positions. Those which:

- (a) Require specific technical or professional

1 MAY 83

qualifications;

- (b) Conduct staff planning, coordination, command, and/or advisory functions; or
 - (c) Manage or exert direct technical supervision over personnel who are required to possess professional technical qualifications that may include graduate education.
- (2) Advanced Education. Studies which lead to the attainment of a technical or professional degree and are devoted to the utilization and achievement of knowledge.
- (3) Active Duty Officer. Permanent, temporary and reserve officers serving on active duty in either chief warrant or commissioned grades. Officers serving in a retired recall status are not eligible.
- (4) Alternative Advanced Education Program. Programs of instruction which are normally executive type and do not require the consumption of a Training Allowance Billet (TAB), but for which tuition is paid by the Coast Guard. These programs of instruction include nontraditional and nonresident means to obtain an advanced degree (e.g., correspondence courses, Internet, televised classroom, Executive MBA) and enable members to attend school while performing their usual military duties. This does not include members pursuing education under Tuition Assistance.
- (5) Fully Funded Advanced Education Program. While pursuing full-time, advanced education at a Program selected school, the member receives full pay and allowances with the tuition being assumed or paid by the Coast Guard.
- (6) Student Cost Share. A variation of the Fully Funded Advanced Education Program in which the selected member pays tuition in excess of Program sponsored support in exchange for attending the school of the member's choice, subject to approval of the Program Manager.
- (7) Training Allowance Billet (TAB). That portion of the General Detail used to support military personnel in Fully Funded Advanced Education Programs.
- (8) Advanced Education Peer Review Group. A group composed of representatives of Programs who review and prioritize all advanced education billets. The Peer Group reviews Program input validating all advanced education requirements, applies screens and/or weights to parti-

MAY 23 '07

cular criteria as applicable, and submits its recommendations to the Director of Reserve and Training.

- (9) Advanced Education Opportunity (AEO). A billet identified as requiring advanced education. Within an operating or support program, the total number of validated billets requiring advanced education.

6. POLICY. It is Coast Guard policy to:

- a. Fund advanced education for active duty personnel required to fill service requirements for validated positions.
- b. Provide active duty personnel advanced education in sufficient numbers and disciplines to accomplish Coast Guard missions.
- c. Use active duty personnel who either possess an advanced degree acquired by any means, or have received fully funded education in validate billets requiring the discipline of that advanced education.
- d. Specifically identify all duty/assignment billets requiring incumbents to possess an advanced degree.
- e. Use all means available to ensure people with advanced education are available to fill specialized advanced degree billets.
- f. Maintain an Advanced Education Peer Review Group, chaired by Commandant (G-WTT), to review, validate and prioritize all advanced education requirements as provided by Program Managers using enclosures (1) and (2). The Peer Review Group's recommendations will be provided to Commandant (G-WT) by 15 November each year. Commandant (G-WT) will review recommendations and forward an approved list of all validated advanced education coded billets to Commander, Coast Guard Personnel by 15 January each year.

7. RESPONSIBILITIES.

a. Program Managers shall:

- (1) Complete a Billet Description and Identification Form (BDIF -see enclosure (1)) for each billet which requires advanced education by 15 July, and then revalidate BDIFs on a triennial basis. New requirements may be submitted to Commandant (G-WT) on an annual basis by 1 September.
- (2) Complete an Advanced Education Validation Form (see enclosure (2)) to accompany each BDIF submitted in accordance with 7.a.(1) above. Submit with the BDIF to

MAY 23 1997

Commandant (G-WT).

- (3) Determine which billets allow the incumbent to pursue an alternative program of instruction to meet advanced education requirements. Part-time, executive type (weekend) programs, fellowship and nonresident programs are options which can be used to meet program requirements while producing cost-savings and efficiencies.
 - (4) Consider those members for Advanced Education selection who have partially completed an advanced program of instruction in a field similar to that for which the member is applying.
 - (5) Negotiate reduced tuition rates at colleges and universities which provide Program specific education.
- b. The Coast Guard Personnel Command shall:
- (1) Encourage and assist those members not selected for fully funded or alternative advanced education programs to use available Government benefits such as tuition assistance, Mutual Assistance and the "Montgomery GI Bill" to pursue an unfunded program of instruction for its personal and professional value.
 - (2) Consider all personnel who possess the advanced degree and grade required for assignment to a validated billet as available for assignment to that billet.
 - (3) To the maximum extent possible, ensure that individuals who receive fully funded advanced education serve in a validated billet (requiring that education) immediately after completion of the education. In some cases this tour may be deferred to the second assignment following completion of that education.
 - (4) Consider members who hold advanced education not funded by the Coast Guard to be available, but not required, to serve in a validated billet.
 - (5) Require that members who have received fully funded advanced education incur a minimum active duty obligation of three months for each month of education, not to exceed six years. This period of obligated service is in addition to such other obligated service as may have been incurred.
 - (6) Require a two year minimum active duty obligation of members who participate in a CG funded alternative advanced education program commencing with the completion of the program of instruction. This period

MAY 23 1997

of obligated service is in addition to such other service as may have been incurred.


c. The Director of Reserve and Training (G-WT) shall:

- (1) Maintain a list of all validated billets that shall be reviewed and updated on an annual basis (see enclosure (3)).
- (2) Triennially evaluate the methodology for determining advanced education requirements. Establish Validation and Advanced Education Peer Group Review Processes.
- (3) Track special in-state tuition agreements and make lists available to Program Managers.
- (4) Formalize and approve recommendations from the Advanced Education Peer Review Group concerning allocation of TABS by Programs by 15 December.
- (5) Annually convene the Advanced Education Peer Review Group on or about 1 September, chaired by Commandant (G-WTT), whose members and alternates are in the grades of O-4/5 or GS-13/14 and represent the following Program Directors: Commandant (G-A), (G-O), (G-CFM) (G-CX), (G-CPA), (G-CPP), (G-M), 2(G-S), (G-L), (G-WK) Coast Guard Academy and (G-W).
- (6) Annually advertise advanced education opportunities by 1 February using all available communication tools including messages, Coast Guard publications and Internet. Information shall include academic majors, program sponsor, application procedures and points of contact for additional information.

d. The Resource Management staff (G-WR) shall:

- (1) Provide access to Coast Guard Personnel Command (CGPC-opm) and Office of Training and Performance Consulting (G-WTT) regarding data on personnel who have obtained or are pursuing advanced education as a result of Coast Guard Advanced Education program participation including the following:
 - (a) Name
 - (b) Rank
 - (c) Service number
 - (d) Advanced Education degree level and discipline
 - (e) Date degree awarded

- (f) Number of years and months the officer has served in a validated position.
 - (g) Validated position title in which served and/or is serving, its required graduate degree level and discipline, unit identification code, and organizational name.
- (2) Establish and implement an appropriate billet code identifier to identify validated advanced education billets.


R. M. LARRABEE
DIRECTOR OF RESERVE AND TRAINING

Encl: (1) Billet Description and Information Form
(2) Military Advanced Education Validation Form
(3) Cycle for TAB and Requirements Determination

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CGHQ-5621 (Rev. 12-96)	BILLET DESCRIPTION AND INFORMATION FORM		
BILLET CODE NUMBER (BCN):	GRADE:	PRE-COMMAND BILLET: ___ NO ___ YES	
OFFICER BILLET CODE (OBC): (if applicable)	BUDGET OR AFC FUND MANAGER: ___ NO ___ YES IF YES, ANNUAL BUDGET: \$ _____K		
DESCRIPTION OF DUTIES: 			
DESCRIPTION OF REQUIRED ASSOCIATION WITH PROFESSIONAL ORGANIZATIONS AND INDUSTRY REPRESENTATIVES, AND EXPECTED LEVEL OF PUBLIC SPEAKING: 			
REQUIRED TRAINING AND EDUCATION: 			
REQUIRED EXPERIENCE: 			
DESIRED TRAINING AND EDUCATION: 			
DESIRED EXPERIENCE: 			
SIGNATURE AND TITLE OF PREPARING OFFICIAL <div style="text-align: right;">DATE:</div>		SIGNATURE AND TITLE OF APPROVING OFFICIAL <div style="text-align: right;">DATE:</div>	

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CGHQ-5620 (Rev. 12-96)	<h2 style="margin: 0;">MILITARY ADVANCED EDUCATION VALIDATION FORM</h2>																																																				
BILLET CODE NUMBER (BCN):	GRADE:	PROGRAM:																																																			
OFFICER BILLET CODE (OBC): (if applicable)	MILITARY ESSENTIALITY RATING: <input type="checkbox"/> NO <input type="checkbox"/> YES																																																				
SCORING:	EXPECTED ROTATION DATE OF INCUMBENT (MO/YR) _____																																																				
<p>a. EXTENT TO WHICH ADVANCED EDUCATION IS REQUIRED, BASED ON BDIF DESCRIPTION OF DUTIES:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Vital to mission accomplishment -</td> <td style="width: 20%; text-align: right;">20 pts</td> <td style="width: 20%;"></td> </tr> <tr> <td>Important to mission accomplishment -</td> <td style="text-align: right;">10 pts</td> <td></td> </tr> <tr> <td>Not required -</td> <td style="text-align: right;">0 pts</td> <td style="text-align: right;">_____</td> </tr> </table> <p>b. EXTENT TO WHICH: (PLACE AN "X" IN FRONT OF ONE OF FOUR LINES BELOW)</p> <p> <input type="checkbox"/> ADVANCED MANAGEMENT EDUCATION, or <input type="checkbox"/> ADVANCED TECHNICAL EDUCATION (UNDERGRAD), or <input type="checkbox"/> ADVANCED TECHNICAL EDUCATION (POSTGRAD), or <input type="checkbox"/> INTERMEDIATE / SENIOR SERVICE SCHOOL </p> <p>IS NECESSARY FOR THIS BILLET:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Required -</td> <td style="width: 20%; text-align: right;">20 pts</td> <td style="width: 20%;"></td> </tr> <tr> <td>Desired -</td> <td style="text-align: right;">10 pts</td> <td></td> </tr> <tr> <td>Not Required -</td> <td style="text-align: right;">0 pts</td> <td style="text-align: right;">_____</td> </tr> </table> <p>c. AVAILABILITY OF ALTERNATE SOURCES OF MILITARY PERSONNEL WITH REQUISITE EDUCATION / EXPERIENCE TO FILL BILLET:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Not available -</td> <td style="width: 20%; text-align: right;">30 pts</td> <td style="width: 20%;"></td> </tr> <tr> <td>Available -</td> <td style="text-align: right;">0 pts</td> <td style="text-align: right;">_____</td> </tr> </table> <p>d. EXTENT TO WHICH ADVANCED EDUCATION IS REQUIRED TO MAINTAIN ASSOCIATION WITH PROFESSIONAL ORGANIZATIONS, INDUSTRY REPRESENTATIVES, CONGRESS, OR DEPARTMENT LIAISON STAFF:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Association formalized in billet description -</td> <td style="width: 20%; text-align: right;">20 pts</td> <td style="width: 20%;"></td> </tr> <tr> <td>Occasional association; not formalized -</td> <td style="text-align: right;">10 pts</td> <td></td> </tr> <tr> <td>Association not required -</td> <td style="text-align: right;">0 pts</td> <td style="text-align: right;">_____</td> </tr> </table> <p>e. EXTENT TO WHICH ADVANCED EDUCATION OPPORTUNITIES ATTRACT HIGHLY QUALIFIED CANDIDATES:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Highly attractive -</td> <td style="width: 20%; text-align: right;">10 pts</td> <td style="width: 20%;"></td> </tr> <tr> <td>Moderately attractive</td> <td style="text-align: right;">5 pts</td> <td></td> </tr> <tr> <td>No effect -</td> <td style="text-align: right;">0 pts</td> <td style="text-align: right;">_____</td> </tr> </table> <p>f. EXTENT TO WHICH ADVANCED EDUCATION OPPORTUNITIES HELP RETAIN HIGHLY QUALIFIED CANDIDATES:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">High retention potential -</td> <td style="width: 20%; text-align: right;">10 pts</td> <td style="width: 20%;"></td> </tr> <tr> <td>Moderate retention potential -</td> <td style="text-align: right;">5 pts</td> <td></td> </tr> <tr> <td>No retention potential -</td> <td style="text-align: right;">0 pts</td> <td style="text-align: right;">_____</td> </tr> </table>			Vital to mission accomplishment -	20 pts		Important to mission accomplishment -	10 pts		Not required -	0 pts	_____	Required -	20 pts		Desired -	10 pts		Not Required -	0 pts	_____	Not available -	30 pts		Available -	0 pts	_____	Association formalized in billet description -	20 pts		Occasional association; not formalized -	10 pts		Association not required -	0 pts	_____	Highly attractive -	10 pts		Moderately attractive	5 pts		No effect -	0 pts	_____	High retention potential -	10 pts		Moderate retention potential -	5 pts		No retention potential -	0 pts	_____
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CYCLE FOR TAB AND REQUIREMENTS DETERMINATION

